



**CITY OF NEWPORT
P.O. BOX 1090
NEWPORT, KY 41071-1090
(859) 292-3660**

**CN-1 EMPLOYER/INDIVIDUAL QUARTERLY
RETURN OF LICENSE FEE DUE UNDER
ORDINANCE 846 AS AMENDED BY ORDINANCE
0-74-9**

**THIS RETURN MUST BE FILED WHETHER YOU
HAD EMPLOYEES OR NOT DURING THIS
PERIOD**

1	Total Salaries, Wages, Commissions, Tips and other Compensation Paid		For Quarter Ended	Due On or Before
2	*Less Compensation Exempt from Taxation			
3	Taxable Earnings (Line 1 Minus Line 2)		City Occupational Account Number	
4	City Tax Due (Line 3 X 2.5%)			
5	Less Credits or Overpayments			
6	Net Taxes Due On or Before Due Date (Line 4 Minus Line 5)		Mailing Address of Business	
7	Interest – 1% per month after due date			
8	Penalty – 10.0% of amount due (Minimum \$5.00)			
9	TOTAL TAX, PENALTY AND INTEREST			

*** If there is an amount in Line 2, please attach supporting schedule to include name, social security number, total salary and total salary exempt or complete Form CN-10 or CN-8.**

I hereby certify that this information is true and correct.:

Name	Title	Date
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INSTRUCTIONS FOR PREPARING AND FILING FORM

Each employer/individual of one or more persons must withhold/pay the license fee of 2 ½% from gross salaries, wages, tips, commissions, bonuses or other compensation which a person received from his/her employer for any work or personal services rendered in any trade, occupation or profession. All employees are subject to the license fee except ordained ministers of religion.

Quarterly Return

- 1 Enter total gross salaries, wages, commissions, tips or other compensation paid/earned during quarter, for which return is prepared. If no salaries wages or other compensation were paid/earned during this quarter, please indicated and file form with explanation.**
- 2 Enter that portion of the compensation paid for services rendered outside the City of Newport and/or over the maximum liability.**
- 3 Represents the taxable earnings. This is the difference between line 1 and line 2.**
- 4 Shall be the actual license fee due at the rate of 2 ½%. This is calculated by multiplying taxable earning in line 3 by 2 ½%.**
- 5 Preprinted amount represents any credits or overpayments from prior quarter.**
- 6 Net taxes. This is the difference between line 4 and 5.**
- 7 Interest of 1% per month calculated on all unpaid license fees.**
- 8 10% penalty imposed for filing return after the due date. (\$5.00 minimum.)**
- 9 Total license fee due including penalty and interest.**

Supporting Documentation

The City of Newport shall be provided with supporting documentation for purposes of verifying deductions and calculating the license fee due. Failure to provide sufficient documentation will result in your deduction being denied.

Persons that are not subject to or are partially subject to the license fee shall be clearly marked as such.

Any business that serves food or beverages for consumption on premise and has employees who receive tip income are required to file a separate report on this income by February 28 of every year. For more information please see Form CN-14.